University of Houston LGBTQ Advisory Board

Bylaws
Revised 9/4/19

Purpose

The purpose of the LGBTQ Advisory Board is to improve the campus climate for LGBTQ+ students, staff and faculty through education and advocacy for LGBTQ+ inclusive policies; to carry out activities and projects designed to raise awareness about the LGBTQ Resource Center Programs; and to generate support for the Center on the campus and in the community. Members will provide input into both short and long term strategic planning to achieve the vision of the LGBTQ Resource Center.

Expectations

To meet periodically to provide direction and input to the center; to assist in planning activities; to act as public relations agents for the Center; to assist in developing the Center as a program model; to conceive and create ways for the Center to interact with the University and the greater community for the enhancement of lesbian, gay, bisexual, transgender, queer, and questioning students, faculty, and staff, and community; to advise on program evaluation, to formulate and participate on committees when needed, and to participate in activities and events.

Values

The stated values that will underlie and guide the Board’s purpose, activities, and programs include:

- Appreciation for sexual diversity
- Inclusiveness
- Importance of self-identification and self-determination
- Flexibility of gender roles
- Autonomy
- Equality
- Mutual Respect
- Education

Membership

Membership on the LGBTQ Advisory Board shall include a range of people along the gender spectrum; staff, faculty, students, and alumni; and members of the Houston community. All members may vote. The Board will consist of representation from diverse identities within the LGBTQ+ community including, but not limited to, lesbian women, gay men, bisexual and transgender individuals, and allies. The Board will be composed of a minimum of 14 members. The distribution will include:
• Four faculty members,
• Four staff members,
• Two student members,
• Two alumni, and
• Two community members.

University Representative will include:

• One representative from the Staff Council to be appointed by the Staff Council
• One representative from the Faculty Senate to be appointed by the Faculty Senate
• One representative from the Student Government Association to be appointed by the SGA
• The Director of the LGBTQ Resource Center

University Representatives may be represented within the original 14 members or in addition to them.

Board members will serve for a 2-year term and may continue into consecutive terms if they desire. Terms begin and end on the first day of the fall semester.

If a member misses two or more meetings in one academic year, the chair will discuss with the member their ability to fulfill their commitments to the Board. A replacement will be chosen if needed.

Member Duties and Expectations:

Members are expected to attend board meetings, and provide input and ideas from their perspective.

Board members are expected to serve on one of the three committees and chair the committee or run for an officer position (Secretary, Vice Chair) for at least one of their 2-year term.

Members are expected to attend 1 community event related to the Center’s fundraising during their 2-year term (i.e., AIDS Walk, Red Dinner), or alternatively participate in fundraising or programming efforts (Lavender Graduation, Pride Parade, Pride Partners, Coming Out Monologues).

Members are expected to complete Cougar Ally Training within their first year on the board. After 2 years of board membership, continuing members are expected to complete one Cougar Ally 2.0 training each year.

Nominations to Board

Nominations to Board membership will be made by current or former Board members or through self-nominations to be approved by the Director of the LGBTQ Resource Center. Emphasis on new nominations will be placed on fulfilling specific positions to meet distribution of board member slots.
Elections of Board Officers

Notice of the election must occur at least one meeting prior to the election. A member may only run for one office each election cycle. To ensure confidentiality and maximum participation, the Board may utilize electronic voting to last from the meeting day until one week later when the voting will be closed. Short bios of each candidate may be posted on the ballot to better educate voters about the candidates. Potential office seekers will have one minute to speak at the meeting prior to the vote. Officer positions may be nominated at the meeting the election is announced or the day of the vote. Elections of officers are by a two-thirds majority of all Board members.

Election Cycle

- February – Notice of elections, Vice-chair leads the nomination of candidates
- April – Candidates are nominated, candidates may speak for one minute, bios are submitted to the Vice-chair – Vice-chair posts the election electronically immediately after the April meeting.
- Start of fall semester – New officer’s term begins

Officer Positions and Duties

All officers are elected for one term and may serve two consecutive terms.

1. Chair.

The chair of the board shall be the director of the LGBTQ Resource Center. The duties of the chair shall be to lead the Board meetings and help guide the Board to meet its purpose.

2. Vice-Chair.

The Vice Chair shall assist the chair as much as possible, and if the chair is unable to attend or lead a meeting or an event, the Vice Chair shall handle/lead such meeting or event. As much as possible, the Vice Chair shall work together with the Chair to help the Board meet its objectives and mission of the Board as a whole. The Vice Chair shall be primarily responsible for conducting elections.

3. Secretary.

The secretary shall be responsible for taking, keeping and distributing all of the minutes, and books and records of the Board, as well as for all of the communication with the Board members. The secretary is also responsible for communicating with third parties on behalf of the committee as requested by the chair, vice chair, and as may be requested by the Board as a whole.
4. Committee heads.

The Advisory Board may form one or more committees as approved by the Advisory Board. The committee heads shall be appointed by the chair of the Board, such as the By Laws Committee and the Nominating Committee.

Officer Removal Policy

If any officer is unable or unwilling to fulfill their elected duties they can be removed by a two-thirds vote of all Board members via electronic voting.

Standing Committees

The LGBTQ Advisory Board shall have standing Committees through which the purposes of the Board are advanced outside of its meetings. Committees of the Board shall be made up of members of the Board and may include persons who do not serve on the Board but have an interest in the work of the LGBTQ Advisory Board, in general, and one of its standing Committees, in particular.

Each Committee

- shall elect a chair who will convene Committee meetings and make regular reports to the Board;
- shall meet in person or via phone conference during the time between regular meetings of the Board, unless the Committee has no action agenda in operation;
- shall assist the Board in areas within its purview, either carrying out activities authorized or requested by the Board or activities self-initiated by the Committee within the jurisdiction allowed by the Board;
- shall make a report at each regular meeting of the Board and at other times as directed by the Board; and
- shall serve in a capacity that is advisory to the Board.

The standing Committees of the LGBTQ Advisory Board shall be

- Education and Communications Committee
- Resources and Operations Committee
- Campus Research and Policies Committee

The general charges to each Committee shall be as follows:
Education and Communications Committee
- create and enhance the awareness of the LGBTQ Resource Center and LGBTQ+ issues among UH organizations and constituencies
- advise on and facilitate ways that the Board and Resource Center can use media to advance its purposes
- act as judges for LGBTQ Resource Center scholarships and other types of contests

Resources and Operations Committee
- investigate ways through which the Board can raise funds to support its work and the work of the Resource Center, including student scholarships
- join the Resource Center’s AIDS Walk team electronically and participate in online fundraising
- establish LGBTQ+ support groups on campus and among alumni

Campus Research and Policies Committee
- identify policies that affect members of the LGBTQ+ communities on campus
- monitor the implementation of policies that affect members of the LGBTQ+ communities on campus
- recommend changes in current policies or creation of new policies that would improve the lives of members of the LGBTQ+ communities on campus
- establish and maintain relationships with key stakeholders who create and/or implement policies

The Board may make requests of or assignments to its Committees in addition to those listed in these charges.

The Board may establish other Committees (standing and ad hoc) as are necessary for carrying out the Board’s purposes.

Policies and Procedures

Meetings - The Advisory Board will meet quarterly in February, April, September and November or more frequently at the call of the chair. Committees may meet more frequently. Notice of meetings shall be provided to all members.

Quorums - Election of officers and adoption of by-law amendments require a two-thirds majority vote of all Board members. To ensure a two-thirds majority vote, elections and changes to the by-laws may be conducted by electronic voting to allow for maximum participation. Voting will last for one week beyond the meeting date. All other votes will be
approved by a simple majority of Board members in attendance at the meeting or electronic voting.

**Amendments**

The Board may amend the by-laws at any time with a two-thirds majority vote of all Board members. To ensure maximum participation, amendments to the by-law votes may be conducted with electronic voting. Voting will last for one week beyond the meeting date.

**Rules and Regulations**

The workings and operations of the LGBTQ Advisory Board will conform to all rules and regulations of the University of Houston and the state of Texas.

**Written Materials**

All written materials regarding or representing the Center or any of its programs must be reviewed by the director of the LGBTQ Resource Center before duplication or distribution occurs.